

16 December 1981

MEMORANDUM FOR: See Distribution

FROM :

Chief, Management Staff, ODP

SUBJECT :

Management by Objectives Conference for
First Quarter FY-82

1. Following is the schedule for the first quarter FY 1982 Management by Objectives Conferences with the Director of Data Processing. They will be held in the ODP conference room, 2D03, Headquarters.

<u>Date Jan. 1982</u>	<u>Component</u>	<u>Time</u>
18	AS	0930-1100 Hours
19	Joint DD/A & DD/P-AS	1030-1200 Hours
19	DD/A	1330-1500 Hours
20	DD/P	1000-1130 Hours
22	Make-up	1330-1500 Hours

2. Attachment A summarizes the ODP MBO's this quarter and the responsible officers. As a reminder, the Narrative Status Report plus the Objective and Action Plan Report should be sent to Management Staff by the last day of this month.

Att: a/s

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ODP MBO's
FIRST QUARTER FY-82

<u>Component</u>	<u>Tab</u>	<u>Objective Title</u>	<u>Responsible Officer</u>	
<u>AS</u>	A	ODP Records Schedule		STAT
	B	ODP Space Requirements	C/AS	
	C	Training	C/AS	
<u>DD/P</u>	D	Implementation of Computer Plan		STAT
	E	Manual Document Logging System		
	F	 Facility		STAT
<u>Joint</u>	G	Office Automation	DD/A-DD/P	
	H	Credit Union Building Move	DD/A-DD/P-AS	
<u>DD/A</u>	I	CAMS		STAT
	J	4C		